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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CY 78 Schedule for Small Group Meetings with the DCI

STAT	TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED		
1	7D-61 Hdqrs.	1/25	1/25	65	<p><i>Admiral -</i></p> <p><i>I propose to proceed according to Tom's plan unless you prefer otherwise. Suggest for your second meeting is some of the groups (as is the MAG's) you spend 1st 10-15 min apprising them of the status of their previous suggestions, then the rest of the hour for new ideas from the groups.</i></p> <p><i>[Redacted] will prepare a status sheet for you to use for your feed back to the group on their previous ideas.</i></p> <p><i>OK</i></p> <p><i>P.S. Have we missed any groups you want to see? Priorities OK?</i></p>
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DD/A 77-0218

24 January 1978

25X1 MEMORANDUM FOR: []

FROM :

25X1 SUBJECT : CY 78 Schedule for Small Group
Meetings with the DCI []

25X1 1. [] Attached is a suggested guide for scheduling subject meetings through the end of CY 1978. The guide is very flexible and as the year progresses will be adjusted as necessary to mesh with the Director's schedule.

25X1 2. [] I have discussed the proposed groupings with senior management in each Directorate and they confirmed that we have planned the participation of a representative cross section of Agency employees. Some of the groups (Midcareer Course students, Summer Interns, Women's Group and secretaries) met with Admiral Turner last year, however, considering there will be a new cast of characters a repeat meeting should prove worthwhile.

25X1 3. [] Up to this point, our approach in sharing the duties of organizing, briefing, and advising the groups seems to have been effective and it appears reasonable to continue this way unless the Director prefers otherwise. Also the mechanics of having the groups meet several times before the meeting and preparing a briefing paper for the Director's perusal the evening preceding the scheduled session seems to be acceptable and unless some other method is preferred, we should probably continue without change. Regarding the mechanical aspect, the DDA has received feedback from several groups with two specific suggestions including: a) that the DCI allow ample time for a general discussion of any subject (not covered by the briefing paper) that either he or the group might wish to cover

25X1 []
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and b) that the DCI consider meeting the groups on their own turf as opposed to the DCI Conference Room which is unfamiliar to the participants and may make them ill at ease. The groups believe that adoption of Point A would foster a more free-flowing discussion as a result of a less structured atmosphere and that the adoption of Point B would be conducive to a more relaxed, candid give-and-take session. We realize that the Director's schedule may make the second suggestion unrealistic and that you may disagree with both, but I did want you to know what the groups are thinking.

25X1 4. [] We appeared to experience some early
difficulties with adequate follow through of ideas
25X1 generated by the groups. The problem appears to have
been resolved by tasking [] of the
Executive Secretariat with responsibility for develop-
ing a systematized program to follow up on each group
suggestion and providing feedback to Admiral Turner
and to the groups. In this regard I believe it would
25X1 be beneficial to invite [] to attend the
Director's meeting with each group so that she would
be in a better position to staff the proposals, assign
priorities, etc. We do run the risk of the groups
being less candid with an additional person present
but I believe we can reduce the risk to a minimum by
appropriate briefings prior to the meeting.

5. [] I would appreciate your comments/
suggestions regarding the above plans. We have out-
lined an ambitious yet workable program for small
group meetings with the Director during CY 1978.

25X1



Attachment

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